

Facility: \_\_\_\_\_  
Date: \_\_\_\_\_

Surveyor(s): \_\_\_\_\_

## New Policies and Procedures Checklist

### **1.104 ORGANIZATION AND STAFFING**

#### *Policies and Procedures*

\_\_\_\_\_ P0212, 1.104 (5)(c) **Serious Illness, Injury, Death**

Facility will notify an emergency contact when the resident's injury or illness warrants medical treatment or face-to-face medical evaluation. Upon ER visit or unplanned hospitalization, the facility must notify the emergency contact ASAP.

#### **Resident Rights (new provisions)**

\_\_\_\_\_ P0410, 1.106(1)(e) Right to be free from neglect

\_\_\_\_\_ P0434, 1.106(1)(q)(i)(ii) Exceptions to 30 day notice of changes in services:

Services necessary to protect health/safety due to change in medical acuity

Requests by resident or family for additional services to be added to the care plan

\_\_\_\_\_ P0446, 1.106(1)(u) Right to receives services per care plan and/or agreement

#### **Discharge Policy (must address the following)**

\_\_\_\_\_ P0224, 1.104(5)(g)(i)(A – D)

Grounds for involuntary transfer, discharge, or eviction

Explanation of notice requirements

Description of the relocation assistance offered by the facility

Right to call advocates/agencies

#### **Investigation of Abuse/Neglect Allegations (must address the following)**

\_\_\_\_\_ P0252, 1.104(5)(j)(i – vii)

Reporting to appropriate agencies and facility administrator

Emergency contact notified within 24 hours of facility becoming aware of allegation

Process for investigating allegation

How facility will document the investigation process to provide evidence that required reporting and a thorough investigation was conducted

Procedure for resident protection during investigation

Corrective action upon confirmed abuse/neglect

Investigation findings available to the Department within 5 working days of the allegation being lodged

#### **Restrictive Egress Alert Devices (must address if used)**

\_\_\_\_\_ P0262, 1.104(5)(k)(i) How the device will be used to protect resident from elopement, including which door alarms will be triggered

\_\_\_\_\_ P0264, 1.104(5)(k)(ii)(A and B)

Legal authority for admission

Assessment by qualified professional prior to use

\_\_\_\_\_ P0266, 1.104(5)(k)(iii) Response to alarm to prevent elopement including:

System to alert staff of breached door

Staff responsible for responding and providing redirection

How staff will provide protective oversight to other residents

**Restrictive Egress Alert Devices (cont.)**

- \_\_\_\_\_ P0268, 1.104(5)(k)(iv) How facility will provide access to secure outdoor area
- \_\_\_\_\_ P0270, 1.104(5)(k)(v) Documented monthly testing of egress alert system

**1.105 ADMINISTRATIVE FUNCTIONS**

*Resident Agreement*

**Agreement must specify the following:**

- \_\_\_\_\_ P0324, 1.105(2)(a)(iv – viii)
  - Bed hold policy and fees
  - Transportation fees
  - Therapeutic diets
  - Bed/bath linens and furnishings provided
  - Security deposit reimbursed for closure w/out notice

**Addenda to agreement with following:**

- \_\_\_\_\_ P0326, 1.105(2)(b)(i)(ii) Care plan and house rules

**Disclosures**

- \_\_\_\_\_ P0328, 1.105(2)(c)(i – v)
  - Facility's policies and procedures
  - How staffing levels are determined, extent to which certified or licensed health care professionals are available onsite
  - Types of activities provided
  - Whether or not facility is sprinklered
  - Use of restrictive egress alert devices, the types of behaviors exhibited by persons that need such devices

*Resident Records*

**Face Sheet must include:**

- \_\_\_\_\_ P0362, 1.105(5)(a)(i)(A)(IV, VI, VII)
  - Legal representative and/or emergency contact
  - Diagnoses at time of admission
  - Allergies